

Minutes of the Pre-Bid Meeting

Provision of service Quantitative & Qualitative Assessment of Residential Care Facilities in Myanmar

Ref. No. **LRPS-2018-9141778**

Date: 7 August 2018

Time: 10.00 – 11.00 hour

Venue: Meeting Room-1, UNICEF Office

The pre-bid -meeting was attended by the following

Representative from UNICEF

1. Khin Thiri Win, Child Protection Specialist, Child Protection Section
2. Kyaw Myo Aung, Supply Officer
3. Moe Shwe Syn Naing, Senior Procurement Associate

Representatives from Firms/Organizations.

1. Neo Prospect Co., Ltd.

Chaw Su Lwin, Managing Director

Tharh Htoo Say, Operation Manager

2. Havas Riverorchid Myanmar

Francis Mandi, Research Director

Phone Myint Maw, Sr. Research Officer

3. Mekong Economics

Harriet Mcfadzean, Economist

Su Wine Htut, Business Development Officer

4. Nielsen MMRD

Rudy Ebueng, Research Manager

Htet Naing Lin, Research Executive

5. Indochina Research

Ramon Calleja, Dy General Manager

6. EY Myanmar

Myo Miint Thway, Consultant

7. Oxford Policy Management (Via Skype)

Cécile Bongibault, Bid Officer

8. Child Frontiers (Via Skype)

Vimala A. Crispin, Head of Knowledge Management & Innovation

Business

The pre-bid meeting was started at 10.00 a.m. Supplier Officer, Supply and Logistics unit opened the meeting by thanked to all participants for their interest in attending the pre-bid meeting, continued by introduction of participants. The objectives of the meeting was explained to all bidders and presented the attached power point and brief explanation on the service technical requirement (TOR), how to fill up the technical proposal template, financial template, the selection process and requirement for the submission.

The following points were highlighted during the presentation:

- Two options provided for bidder to submit the proposal
 1. By Electronic mail which should be divided in two separate email between technical and financial proposal. Bidders are advised to mention LRPS number in the subject line of email, address to procurementyangon@unicef.org
 2. Submission via Courier, bidder has to submit proposal in sealed envelope in which two separate sealed envelopes for technical proposal and financial proposal, in accordance with the requirement stated in the RFP.
- Bidder has to submit proposal to the designated address before the deadline for submission 14:30 PM (Yangon Time), 20 August 2018.
- Evaluation of proposal will be conducted on accumulative analysis with weighting 70% of technical and 30% of financial. The technical evaluation will be conducted first and then the financial proposal will be open for bidder who technically qualified by receiving the score of 50 point of more.
- Clarification questions after this pre-bid meeting can be sent in writing through e-mail kmaung@unicef.org before 17 August 2018. If the question is common interest, the answer will be shared to all potential bidders without identifying the sources of inquiry through email circulation to bidders. Related documents for this LRPS will also be posted in the UNGM web page as well.
- Details presentation is attached.

Technical session

Following that Child Protection Specialist, CP Section briefly presented the back ground of TOR, and project briefing.

- Details presentation is attached.

The floor was open for Q&A for clarification.

Question & Answers:

Q: Can we get the list of the institutions with locations where possible (at least town, village), where assessment will take place. This will help in calculating for the cost.

A: We will share the list of locations (attached). We have addresses for the institutions registered with the Department of Social Welfare but only a rough location is mentioned for the non-registered institutions.

Q: The TOR mentions both quantitative and qualitative components. The quantitative component is quite clear but the qualitative aspect less so. Does UNICEF have a sense of the

scale of the qualitative side of the research and the expected balance between the quantitative and qualitative data collection components? Are there specific questions that it is hoped the qualitative data collection will address?

A: At present there is no accurate data on number of children living in unregistered institutions. There is only a list of unregistered institutions with brief locations of them. From the assessment we want to map out the exact location of each residential facilities and know the number of children living in these institutions. Besides, there is no recent information on the situation of children living in them. Thus qualitative assessment will take place to have better understanding of the condition of children living in institutions based on the Minimum Standards of Care and Protection of Children in Residential Care Facilities, adopted by Ministry of Social Welfare, Relief and Resettlement in September last year. Qualitative data is expected to achieve through focus group discussions and interviews conducted throughout the visits to each institution. Relevant questionnaires will be prepared and developed by the consultancy team in collaboration with UNICEF and DSW with the aim to understand better the norms and practices within the community (families, parents, children) surrounding the situation of children being referred to and currently living in residential care facilities.

Q: We assume that the 144 days does not include the time of the social welfare officers. Does UNICEF have an idea of how much time the social welfare officers will be able to devote to this process (i.e. the total number of days and over what time period)?

A: DSW has high expectation with the findings from this assessment, thus, confirms their strong engagement throughout this process. They have been involved since the very beginning of the process – ToR has been shared and discussed with DSW, NPT. DSW staff both from NPT and State/ Regions will be receiving training and will also be involved in data collection. At the moment, it is difficult to identify exactly how many DSW staff will be involved since in some Regional/ State offices there is limited number of staff. Possibly two training sessions will be organized – one in Yangon and one in Nay Pyi Taw.

Q: Is the DWS assessment 2010/11 of 147 facilities available? What is missing from this assessment that requires further research?

A: *Yes, we will look into it and share what we can.*

Q: How does this assessment fit into the broader programme of work to strengthen the national child protection system in Myanmar? Will there be an upcoming system mapping / assessment or strengthening initiative that these findings will feed into?

A: This upcoming assessment is not a standalone project. The findings from the assessment will contribute to UNICEF's overall support to the Government of Myanmar through Department of Social Welfare in shaping up the longterm strategy on strengthening the child protection system, especially the child care system, in the country.

Q: Copy of reference, looking for the different methodology?

A: The qualitative assessment will be based on the Minimum Standards of Care and Protection for Children in Residential Care Facilities in Myanmar adopted by DSW September 2107. This assessment will be a bit different from previous assessment conducted in 2010/2011 since the Minimum Standards was revised ever since.

Q: If an institution doesn't exist at the given address, do we have to replace with another institution?

A: No need to substitute with another institution. The sample size is fixed to 250 and if an institution doesn't exist at the given location, keep a record of it and interview with the community members could be conducted to find out the reasons. (5% margin of error is already included in 250 institutions)

Q: *How will the consent be taken for children? For those nonregistered institutions, should the consent be taken from children's parents? Can the institutions be given consent?*

A: The consent can be taken from children's guardians from respective institutions regardless of their registration status. It is not necessary to get the consent from children's parents since majority of children live far from their parents and it will cause significant delay the assessment timing. If children are mature enough, they should be able to provide their own consent after receiving clear explanation of the activity they are requested to involve.

Q: *For ethical clearance purpose, should we apply approval from international ethical board for national board or should apply both?*

A: There is no such national ethical board exist in Myanmar. There is one ethnical board under Department of Medical Research (DMR) but normally only health related studies and research passed through the board. UNICEF will find out more about it and consult DSW what requirements are needed to ensure the assessment is ethically acceptable and formally endorsed.

Q* *Methodology - interview with community. What is the expectation. What is minimum requirement.*

A: The purpose of involving community members is to find out community's perception on children living in institutions, and the forms of alternative care exist in the community for children without parental care.

Q* *Collaborate with DSW, is there any cost of DSW while Place to conduct the training and during field survey?*

A: Costs related to DSW staff will be covered by UNICEF and do not need to include in the cost estimation.

Q* *If the timing is fixed to 144 days?*

A: This 144 days is just a forecasted time line, can be adjusted accordingly.

Q: *If the study is covering the whole country, who will we cover the sensitive areas such as Rakhine?*

A: The assessment will be led by DSW and will also involve General Administrative Department who can provide information on safety and security and should be able to facilitate visits to the institutions in their respective areas. UNICEF will also facilitate the necessary logistics, including the request for Travel Authorization to be submitted to Government on time for the research team.

Q: *What is the financial ceiling amount of this study?*

A: We cannot reveal the budget ceiling. will work out up to financial proposal.

Q: *Can we change number of team members? Are the required experience fix?*

A: *It is up to the consultation firm to come up with their own composition of team members as appropriate.*

Q: *Will UNICEF define for Pilot study?*

A: We can share the list of institutions, but can propose the place to carry out the pilot assessment.

Q: *What does the international expertise mean? Can that also be Myanmar National with international experiences?*

A: International experts supposedly means non-Myanmar with extensive relevant international experiences. This assessment will be focusing on finding out child protection related issues in institutions and thus we need someone who is knowledgeable and skillful in coming up with methodology to get the required information. If there is Myanmar national consultant who has a required experiences and is interested to take this assignment, we shall consider, if the person meet the requirements and is capable of delivering all tasks.

Prepared by: Khin Thiri Win, CP Specialist, Child Protection Section and Moe Shwe Syn Naing, Sr. Procurement Associate, Supply & Logistics

Reviewed/Approved by: Kyaw Myo Aung, Supply Officer, Supply & Logistics